



MARICOURT
CATHOLIC
HIGH SCHOOL
& SIXTH FORM CENTRE

Science Technician

School Mission Statement

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world

Job Title: Science Technician

Responsible to: Headteacher, Business Manager and Curriculum Leader for Science

Salary Range: Grade E SCP 7-11
Full Time (36 hrs per week) Term Time plus two weeks

Job Purpose:

Under the direction of the Curriculum Leader Science, the post-holder will coordinate the use of practical science resources and facilities and provide assistance and advice in meeting the practical needs of the Science curriculum which involves both GCSE, and post 16 qualifications.

General Responsibilities:

To contribute to the Catholic ethos of the school, as laid down in its Mission Statement in all areas of contact and responsibility, in relationships with staff and pupils.

To support and follow the policies and procedures set out in the Staff Handbook and as directed by the Governing Body.

To take advantage of all opportunities for professional development

Working Routines and key tasks:

Use specialist skills/training/experience to support pupils within the Science Curriculum for GCSE and Post 16 qualifications

To prepare and take responsibility for the trial of all required practicals before use to ensure correct outcomes achieved.

To prepare and set up equipment and materials ready for use in accordance with manufacturer's instructions and the requirements of teaching staff.

To prepare and make teaching aids and demonstration models for use in teaching areas, including all aspects of any Schemes of Work.

To ensure that all equipment and materials are stored safely and to dispose of used chemicals in a safe manner as well as ensuring that hygiene and health and safety standards are maintained in the laboratory and preparation areas.

To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required in accordance with manufacturer's instructions.

To operate a safe and secure system for the storage and racking of equipment and materials ensuring that they are maintained in good condition and readily available for issue.

To monitor levels of stock and re-order stock as appropriate.

To assist in compiling inventories of equipment and materials as required in particular with regard to COSHH regulations.

To assist in maintaining appropriate records, statistics and filing systems in accordance with stated requirements.

To assist teaching staff with the general running of practical work sessions in non-teaching capacity including preparing and clearing the laboratories for lessons.

To support and advise newly qualified teachers / non-specialist teachers in the practicals they are undertaking.

In consultation with the Curriculum Leader keep up-to-date with curriculum developments within the areas of the post holder's responsibility.

To undertake safety checks as required and comply with the requirements of Health and Safety, COSHH and other relevant legislation supported by the Site Manager as required.

Under the direction of the Curriculum Leader ensure that appropriate records are kept of ordering of equipment, stationery and books when required.

Support for the curriculum (i.e. printing of student's work/provision of displays etc.) as and when required.

Keeping up to date with current procedures and practices through continuing professional development.

Ensure stringent health and safety provision and adherence to safe working practice.

To be part of the wider support team for our pupils including where necessary supporting other areas when required including trips and out of school activities

Other work commensurate with the scale and nature of the post

General:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School.

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely affects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

SCIENCE TECHNICIAN PERSON SPECIFICATION

The successful applicant must be able to relate well with a wide range of young people from different backgrounds as well as with teachers, other professional, adults other than teachers and pupils' families. They will need commitment, energy and patience and must be prepared to learn

Appointment will be subject to Enhanced DBS clearance to work with children.

	Essential	Desirable	Method of Assessment
Qualifications & Experience <ul style="list-style-type: none"> Level 2 or higher in English/Literacy & Maths Experience of working in a science department within an educational setting Previous experience in a similar role, setting resources, materials, equipment and tools for experiments/lessons Ability to prepare resources for the science curriculum safely and effectively Experience of maintaining a safe working environment Ability to relate well to pupils, staff and visitors knowing when to ask for help. 	 √ √ √ √	 √ √ 	 A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R
Skills <ul style="list-style-type: none"> Able to work as part of a busy team or under own initiative with minimal supervision 	√		A,I,R

<ul style="list-style-type: none"> • Ability to deliver under pressure, whilst maintaining positive working relationships. • To manage conflicting priorities and use initiative • Knowledge of Health and Safety procedures and precautions. • Awareness of COSHH Regulations. • Demonstrate an understanding of inclusion. • Willingness to undertake appropriate first aid training (if appropriate). 	√ √ √ √ √	√	A,I,R A,I,R A,I,R A,I,R I A,I,R
Personal Qualities <ul style="list-style-type: none"> • Effective use of ICT • Demonstrate and promote the positive values, attitudes and behaviour they expect from pupils with whom they work • Ability to relate and communicate effectively with others • Good organisational and planning skills • Flexible approach to working in a team • Enthusiastic outlook, with a “can do” attitude • Excellent interpersonal skills • Commitment to supporting the ethos of the school. • Commitment to safeguarding and promoting the welfare of children and young people. 	√ √ √ √ √ √ √ √ √		A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R

A Application, I interview, R reference